

**CITY AND COUNTY OF HONOLULU  
DEPARTMENT OF PLANNING AND PERMITTING (DPP)**

**Condominium Property Regime (CPR) Clearance**

Application Instructions

*This document is intended to assist you in preparing a complete application.*

I. Overview.

- A. Applicability. For projects containing existing structures being converted to condominium status.

II. Pre-application Procedures.

- A. Zoning verification. Complete the zoning verification request form, found at: [https://www.honolulu.gov/rep/site/dpp/dpp\\_docs/zoning-verification.pdf](https://www.honolulu.gov/rep/site/dpp/dpp_docs/zoning-verification.pdf)  
The zoning verification has a nonrefundable fee of \$300.

III. Application Requirements.

- A. Application Materials. Provide all requested information. When the application has been reviewed and verified as complete, an inspector will schedule an appointment for inspection. Any zoning, permitting, or use issues shall be resolved *prior* to the inspection. All structures and property pins shall be accessible and easily visible for inspection and verification.
- i. Written statement, with the subject “Application for CPR Clearance”. Include the name of the site owner interested in a CPR clearance, agent contact information, and property address and tax map key;
  - ii. Zoning verification report;
  - iii. One (1) set of fully dimensioned scaled drawings including a location plan, detailed site plan, and detailed floor plans. Plans must have a dimension of 24”x36”;
  - iv. Draft condominium map and all other supporting maps;
  - v. Notarized letter of authorization from the fee owner(s);
  - vi. Verification letter from owner that property pins are easily visible and accessible.

- B. Fees. Fees are nonrefundable. All fees should be made payable to the City and County of Honolulu. Checks or money orders which are not properly authorized or that are more than 3 months (90 days) old will not be accepted; and, applications submitted without the proper fees will not be further processed.
- i. For Residential zoning districts: \$500,
  - ii. For all other zoning districts: \$500, plus \$50 per unit or structure.

**Note: If DPP's inspection identifies violations with the property, a Notice of Violation will be issued to satisfy any non-compliance. A certification inspection report will be issued and the file closed. Once all issues are resolved, a new application may be submitted. Please include a complete copy of the application materials, and fee payment.**

*For further information or assistance on this application,  
please call the DPP at 808-768-8118*